**CTE Department Meeting Minutes**

**November 2011**

**2:54 – Meeting Started**

* Tim acknowledged Dr. Ackley’s presence.
* Tim turned meeting over to Bill Allee.
* Bill gave us a brief breakdown of what he has been working on since the last meeting.
  + Seen everyone (except Mr. Swanson) to discuss students that are “disadvantaged” (see bullet below).
    - AD, ED, SP, LEP, EC/504, NT, DH
  + Still wants feedback from everyone about students on their list that fall into these categories.
    - He will follow up with individual teachers and students about days to meet with the students…working them out in a priority based list.
    - Finally getting a good handle on all the categories and how students fit into these categories.
    - Meeting regularly with other Spec Pops Coordinators to further define and work out the scope of his job/tasks.
* Tim turned the meeting to a discussion about the SIP.
  + He gave some background on the iterations of the SIP changes for this year and conferred with Tonya Arrington whom worked with the Fac. Council on the SIP for our Dept.
    - They spoke about “us” (CTE) to come up with 3 potential areas for improvement, and 3 solutions to those potential areas for improvement.
      * We should have not only the problems (data driven) and solutions but also some metrics to account for the solutions viability.
    - Tonya spoke to the fact that the RHS staff was asked to do this in the past and Fac. Council only received ONE response.
  + Tim gave a suggestion for a potential problem of Identifying kids early on as concentrators and help the students have a way to be “Identified” or “Connect to” their role at RHS.
    - Angela asked questions about how “this” could be measured.
    - Tim replied with his idea of using the data provided by guidance to measure how many have been identified as being in a concentration.
    - Sheena and Tonya also chimed in about how to use the CTSOs to help with identifying them as concentrators and using NCWise data and EVASS data to help with this potential measurement (respectively), though Tonya did talk about their being other/better ways to do this.
  + Crystal Smith says the she sees a potential problem with not giving students opportunities (especially when they are a minority student) to do and see things they could do as a career when finished with school…Closing the achievement gap.
    - She goes on to explain that we need to explore this for some solutions. “…we need more role models that ‘look’ like them”.
    - Coluette added a comment about trying to start a book club in the past to help motivate the students to make connections with professionals…they were unsuccessful because students would not commit to participating…especially when they don’t care.
    - More concerns were raised about being able to “measure” the outcomes of student success in a setting that extends beyond a semester/year/career at RHS.
    - Angela shared her experience working with professionals as contacts for enhancing the FOT curriculum and how we could generate a list for students and teachers to use to contact these professionals.
  + Bill Allee says that Communication is a common item on SIPs.
    - He commented about how good RHS is at communication, but feels that we could do more to cultivate a better “family” amongst the staff/faculty/admin.
    - Tonya went on to comment about how we ARE a “family” here, but what does family really mean? “I don’t like some of my cousins…”
    - Angela also chimed in about how “certain family members” like to just complain about things instead of being decent with each other.
      * Like people complaining at the cross curriculum training, whining the whole training session about being there.
* Tim turned the meeting over to Sheena Brooks.
  + She wants us to take the items she brought down to give out to the students.
  + Elements Announcement from Maria Johnson: Post Assessments have changed.
    - Teachers with desktop computer labs must give online assessments; teachers without desktop computer labs can give a paper copy of the exam. (This affects the FACS teachers and a handful of teachers with lab computers that are not fully functioning).
    - Teachers giving post assessments online must make sure the students have used elements at least once in said class.
  + Sheena went on to discuss some dates of upcoming NTHS events.
    - December 10th – indoor bleacher cleanout
    - December 15th – NTHS Holiday Party – room 171-A – all CTE teachers invited to attend…guest speaker before food.
    - February 23rd – NTHS Induction Ceremony – 6:00 7:30 (8:00 for clean-up).
  + Sheena also discussed the new Articulated Curriculum Agreement.
    - She walked us through how some of the High School and Comm College classes potentially overlap.
    - She told us expect more changes to come due to books, transportation, etc…according to her contact.
    - She recommends using Durham Tech’s webpage for further information and research if interested.
  + Sheena wrapped up with telling us that she is training to bring us the COMPASS test and to inform us about the Work KEYS…a test for all concentrators.
    - More info to come about these.
  + She also wants us to PRINT OUT OUR OWN POST ASSESSMENT MANUAL!
  + ASVAB results are in…planning on getting the word out to students tomorrow during 1st period.
* Tim discussed upcoming dates
  + November 30th PLC day
    - CTE will have something to do with this…stand by
  + Peer observations will be upcoming soon…those of you being observed…be prepared.
  + PDP’s and Evaluations – PLEASE do these if you haven’t already.
  + Final Exam Schedule was passed out…we went over the schedule…Mrs. Giles said stand by for a possible twist to this schedule.
    - Sheena recommends changing the last bullet item on page 1 of the draft exam schedule to either drop VOCATS or have it say Non-EOC/Non-VoCATS.
* Tim opened the room to discussion of their own accord
  + Coluette thanked us for attending her training session.
  + Fenale discussed Barbara Edwards Scholarship fundraising.

**4:15 – Meeting Adjourned**